



HIGH WELL SCHOOL

Preparing for Positive Futures

Invacuation and Lockdown Policy and Procedures

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CONTENTS

1. Introduction	3
Roles and Responsibilities	3
2. Possible Threats to High Well School	4
3. Invacuation and Lockdown Procedures in School	4
Raising the alarm	4
Invacuation Procedures in School	4
Lockdown Procedures	5
Communication during Lockdown	5
Communication Between Parents/Carers and the School	5
4. Emergency Services	6
5. Vigilance around the premises	6
Premises Management	7
Detecting Quickly and Challenging	7
6. Monitoring and Review after initiating Invacuation and Lockdown	8

Introduction

The safety of pupils, staff members and visitors on the premises of High Well School is paramount and the School takes its duty to protect the wellbeing and welfare of everyone very seriously.

The main priority is to prevent an emergency from occurring in school however, this is sometimes out of the hands of the school.

In an emergency, staff members of the Senior Leadership Team (SLT) – Headteacher, Assistant Headteachers, HR Manager and School Business Manager will endeavour to take all reasonable actions in order to ensure the safety of pupils, staff members and visitors to its schools/premises.

This policy has due regard to official guidance including, but not limited to:

- DfE (2014) 'Health and safety: advice on legal duties and powers'
- DfE (2015) 'Emergency planning and response'

This policy will be applied in conjunction with the following school policies and procedures:

- Emergency Planning / Business Continuity Plan
- Health and Safety
- Student and Staff Death
- Whistleblowing
- Behaviour principles in School

Invacuation is the process followed to bring everyone inside the building as quickly and safely as possible. This may then further lead into a lockdown procedure.

Lockdown is a situation where there is a need to secure staff/pupils inside school buildings that will include instructions to seek a secure place away from the threat. A lockdown can reduce the potential number of casualties in the case of weapons/violent attacks.

High Well School operates a secure system in school with locked doors and key fobs, along with security gates and a locked front door.

Locked doors and securing access points are intended to frustrate or delay anybody who may be a threat, in trying to access the building.

It is not possible to define every type of security threat that may arise. In this policy / procedure, High Well School will concentrate on the likely risks identified and the best possible solutions or procedures developed to protect the school, staff and pupils.

Roles and Responsibilities

The Headteacher (Ms L Quinn), in conjunction with Governors and SLT, will:

- Lead and promote discussion with all school stakeholders on the subject of risks to the school premises and school community.
- Discuss and consider the key threats to their premises.
- Use the information above to develop an invacuation/lockdown plan and communicate and practice this plan.

Potential Threats to High Well School

Possible threats to the school include:

- Local individuals with a grudge/violent behaviour/extreme anti-social activities which may threaten the school, pupils or staff.
- Internal threats from pupils, staff or members of the school community.
- Dangerous dogs in the community.
- Environmental threats such as smoke, gas/fumes or major fire in the vicinity.
- Impacts from a nearby attack or major incident at a 'high risk' prestigious neighbouring premises (e.g. due to emergency services response / road closures).
- Threats by visitors or contractors.

Invacuation and Lockdown Procedures in School

All situations are different, and it will be necessary to review and react to a situation as well as to follow advice from the emergency services. There may be occasions when it is safer to remain inside the building or call people back into the building if the risk of harm is outside.

In some situations, bringing everyone inside will be sufficient. In others a full security lockdown may be required.

Raising the alarm

- Staff will raise the alarm by using the communicators which transmit to all classrooms and reception / admin office.
- The Headteacher or Assistant Heads will raise the alarm via telephone to the HR Manager / School Business Manager and Kitchen.
- The School Business Manager or Headteacher will inform the Premises Manager via phone.
- 999 will be called to contact emergency services.

Please note that in the case of an explosives threat communicators and phones should not be used. The information should be cascaded in person.

Invacuation Procedures in School

During invacuation, High Well School will adopt a flexible and fluid approach with regards to highlighting the areas where pupils and staff can stay safely:

This may be **wherever it is safe** during the emergency ie: **ANY classroom / offices, gym or dining hall.**

Lockdown procedures

Reception / Admin will ensure the main entrance door is closed.

Staff should ensure all office / classroom doors and hallways are closed (so therefore automatically locked).

All class teachers are responsible for the pupils in their class. Staff should ensure that they and their pupils:

- Go to a designated safe area (classroom, offices, gym or dining hall) and if possible close doors and windows en-route.
- Block access points if applicable (for example - move furniture to obstruct doorways).
- Sit on the floor, under tables or against a solid wall.
- Keep out of sight.
- Keep silent.
- Draw blinds.
- Turn off lights.
- Stay away from windows and doors.
- Put mobile phones on silent
- Dial 999 – Ask for appropriate Emergency Service(s) and follow instructions
- STAY IN- Remain in the designated safe/lockdown area until the all clear signal is given or instructed to evacuate by the Emergency Services.

It is important to:

- remain calm
- reassure the pupils
- remind them to follow your instructions

In a potential gunfire situation, stay in a location that would protect people from this threat; consider locations behind substantial brickwork or heavy reinforced walls.

Communication during lockdown

Where possible during the lockdown, staff can use discreet lines of communication. Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system accessing their account through a variety of means e.g. laptop, smartphone or tablet.
- Group communication through “user groups” via text message.

Communication Between Parents/Carers and the School

Arrangements for communicating with High Well School parents/carers in the event of a lockdown will be by text or the school website if possible. It may be useful to reinforce the message that if the school is in a lockdown situation, phone lines and entrances will be un-manned, external doors locked and nobody will be allowed in or out.

High Well School – Invacuation and Lockdown Policy and Procedures

High Well will try and communicate any incident or development to parents/carers as soon as is practicable using the following pre-planned message:

- The school has an ongoing security situation.
- Their child's welfare is important and that the school has followed lockdown procedures.
- Request that they not to contact the school. (Calling the school could tie up telephone lines and being unable to get through can cause further anxiety).
- Request that they do not come to the school as this will interfere with emergency services access to the site and may even put themselves and others in danger.
- How they may get information about when it is safe to collect their children, and where this will be from (e.g. parent text/police).
- What will happen if the lockdown continues beyond school hours.
- Should parents/carers present at the school during a lockdown, under no circumstances will members of staff leave the building to communicate directly with them.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.

The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Armed Police Officers may:

- Point guns;
- Treat staff firmly;
- Question staff;
- Be unable to distinguish staff from the threat.

The Headteacher, SLT and Governors will be aware that if the school is deemed to be a crime scene by the emergency services, access to the school building will not be allowed until the investigations have been completed.

This could be for a considerable amount of time and High Well School will then follow their emergency planning and provide teaching remotely or at alternative / offsite locations.

Vigilance around the premises

Vigilance is an important deterrent and this may deter anyone from trying unauthorised access. High Well School will ensure that:

- the school site is secure with restricted car park access (security gate, locked front door with intercom);
- good boundary fences are in place;
- a CCTV system that it is working and has sufficient coverage;
- information is managed effectively on websites and in communications so that it does not provide intelligence to those who wish to access or threaten the premises;
- suspicious behaviour/suspect vehicles are reported to SLT and premises Management;

High Well School – Invacuation and Lockdown Policy and Procedures

- staff and visitors wear ID badges and staff challenge no identification badges;
- staff ensure no tailgating.

Premises Management

Currently High Well School contracts Frealex to maintain their premises security, repairs and cleaning. Through Premises Management, High Well School will ensure that:

- regular security walks, checks on security alarms and other building security features (such as lighting which detects movement) takes place.
- vigilant and effective contractor management controls are in place which include standards on building materials/waste/equipment storage/management of access during weekend and out of hours working.
- exits, entrances, walkways and playgrounds are kept clean, tidy and well lit. unoccupied offices, rooms, external buildings such as boiler houses and store cupboards are kept locked.

Detecting Quickly and Challenging

Quickly identifying someone/something unusual (suspicious behaviour) and challenging can be a good way to disrupt any potential risks. If a person knows they have been detected this can often be a deterrent.

Someone could be seen as suspicious if they are:

- taking photographs outside (or inside) the premises.
- loitering or walking up and down in restricted or non-public areas or outside boundary/gates.
- paying significant interest to entrances, exits, CCTV cameras or security features.
- having repeated visits to the site.
- asking unusual questions.
- concealing their face, avoiding eye contact or in disguise or walking away when challenge (not just people on foot; vehicles are often used in reconnaissance - Be aware of vehicles parked out of place or left abandoned, or a vehicle making repeated visits).

High Well staff are encouraged to report suspicious behaviour. If possible at a safe distance, staff should approach the person and tactfully and politely challenge them about their actions by politely greeting them and offering assistance.

If a person is there for legitimate reasons, he or she will appreciate the attention shown to them. Someone with the intent of engaging in criminal activity does not want attention drawn to them.

If approaching a suspicious person makes a staff member uncomfortable, or if suspicions continue after making contact, the situation should be reported to the police.

Staff at High Well are encouraged to report suspicious behaviour and follow the principle – “if you see something – say something”.

Monitoring and Review after initiating Invacuation and Lockdown

Following an occurrence necessitating the invacuation and lockdown procedure, a review will be conducted by the headteacher in collaboration with the emergency services (where their involvement was required), SLT, Governors, Premises Manager and staff.

The headteacher and staff will carry out a review with all pupils. Those pupils reidentified as requiring additional support will be offered help; this could be from external providers.

The headteacher will keep parents/carers and other stakeholders informed and involved where appropriate.

Schools should inform the following stakeholders of this policy / procedure:

- parents and carers
- Staff - permanent and temporary staff
- staff from other companies who work on site such as catering, cleaning staff and contractors. Pupils – communicating messages in an age appropriate way.
- Governors
- Those involved in school lettings.

This policy will be reviewed on an annual basis.